



**HAMILTON COUNTY, TENNESSEE
PURCHASING DEPARTMENT**

REQUEST FOR PROPOSAL

For

**Financial
And
Personnel System**

RFP # 1203-02

December 5, 2003

Table of Contents

<u>Section</u>	<u>Page</u>
I. Statement of Intent and Description of Services Requested	3
II. General Instructions and Requirements	3
III. Anticipated Procurement Schedule	4
IV. Proposal Procedures and Guidelines	5
V. Proposal Format and Content	8
VI. Contract for Services	8

I. STATEMENT OF INTENT AND DESCRIPTION OF SERVICES REQUESTED

- a. Statement of Intent:** Hamilton County, Tennessee, hereinafter referred to as "the County", is soliciting proposals for software systems to support its financial and personnel operations. When considering this opportunity, the Proposer should realize the County as defined for this document is comprised of both the General Government and Department of Education operations. Unless otherwise noted, the Proposer should assume that the information requested herein applies to the County's combined General Government and Department of Education operations. Relevant statistics for these areas are provided in the Proposal Pricing section of the accompanying Proposal Response Document.

The purpose of this Request for Proposal (RFP) is to define the County's minimum requirements, solicit proposals and gain adequate information from which the County can evaluate your proposed software solution for the County's needs.

- b. Description of Services Requested:** The County currently operates a variety of automated systems to support its financial and personnel operations. These include:

- Payroll System (CONDATA, Inc.)
- Financial System (American Management Systems-AFIN)
- General Ledger (In-house mainframe application)
- Human Resource (In-house mainframe application)
- Tennessee Consolidated Retirement System (In-house mainframe application)
- Checks 1-2-3 System (Moore Technology Solutions)
- Budget Application (SRC)

The County is interested in replacing these diverse systems with new systems that will support the preceding operations as well as certain other related administrative operations (e.g. Purchasing).

In order to receive full consideration, each proposal must offer comprehensive, cohesive, preferably integrated solutions to the County's needs. Seamless integration and one-time entry solutions are strongly encouraged and preferred. The County's request includes inquiries that reflect our key functional requirements and needs for such a system.

II. GENERAL INSTRUCTIONS AND REQUIREMENTS

- a. Point of Contact:** This RFP is issued by the Hamilton County, Tennessee, Purchasing Department. The sole point of contact for this RFP shall be:

Linda Chumbler, RFP Coordinator
Hamilton County Purchasing Department

117 East Seventh Street
Chattanooga, TN 37402
Fax # (423) 209-6351
Email: lindac@mail.hamiltontn.gov

Failure to restrict contacts/discussion regarding this RFP to the above named RFP Coordinator will be deemed a serious breach of process and may, at the County's sole discretion result in disqualifying the violating party's firm from further consideration in this RFP opportunity.

- b. Interpretation and Clarification:** *No oral interpretation or clarification will be made to any firm or any individual as to the meaning of the RFP document.* Requests for interpretation or clarification shall be made in writing (fax or email will be acceptable) and delivered to the RFP Coordinator on or before 4:00 p.m. (EST) on Tuesday, December 23, 2003. As indicated in Item III (below), the County will respond in writing to all clarification requests. All parties who have obtained a copy of the RFP document will be on the distribution list for any such written responses issued by the County.
- c. RFP Number:** The County has assigned the following RFP identification number to this document.

RFP #1203-02

This number should be referenced in all communications regarding the RFP.

III. ANTICIPATED PROCUREMENT SCHEDULE

The following is an anticipated timetable for the procurement process. The County reserves the right to adjust the schedule, as it deems necessary. In the event adjustments are necessary, all affected parties will be notified as appropriate.

<u>EVENT</u>	<u>DATE</u>	<u>TIME</u> *
1. County issues RFP	12/5/03	9:00 a.m.
2. Deadline for Written Questions and Clarifications Requests	12/23/03	4:00 p.m.
3. County issues Written Responses to Clarification Requests	1/6/04	4:00 p.m.
4. Deadline for Submittal of Proposals	1/23/04	1:59 p.m.
5. County Opens Proposals	1/23/04	2:00 p.m.

6.	County Selects Semi-finalists	2/2//04	4:00 p.m.
7.	County issues requests to semi-finalists for additional documentation, etc.	2/9/04	4:00 p.m.
8.	Deadline for receiving documentation	2/26/04	4:00 p.m.
9.	County contacts finalists to schedule on-site presentations.	3/15/04	4:00 p.m.
10.	On-site presentations by finalists	weeks of 3/22/04 & 3/29/04	TBD
11.	County Completes Evaluations	4/7/04	4:00 p.m.
12.	Conclusion of Contract Negotiations	5/21/04	4:00 p.m.
13.	Approval of Contract	6/2/04	4:00 p.m.
14.	Anticipated Start Date of Contract	6/21/04	8:00 a.m.

* All times are for the Eastern Time Zone

IV. PROPOSAL PROCEDURES AND GUIDELINES

A. Submission of Proposals

The proposer must complete and deliver an original and three (3) copies of the accompanying Proposal Response Document in a sealed envelope before 2:00 p.m. (EST) on Friday, January 23, 2004 to the Hamilton County Purchasing Director at the address specified below:

Ken Blankenship
Purchasing Director
Hamilton County Purchasing Department
117 East Seventh Street
Chattanooga, TN 37402

As indicated above, a Proposal Response Document has been developed and enclosed for this RFP and must be used for submitting your proposal. Failure to adhere to this requirement may result in the County, at its sole discretion, declaring your Proposal to be non-responsive and eliminated from further consideration.

The proposer shall clearly mark its response envelope as PROPOSAL-RFP#1203-02-Financial and Personnel System. If the response envelope is enclosed in another envelope/package for delivery, the latter should also be clearly marked as having PROPOSAL RFP#1203-02 enclosed.

It is the sole responsibility of the proposer to ensure that its proposal is delivered in accordance with the date, time and place requirements specified in this RFP. Any proposal received contrary to these requirements will be returned to the proposer unopened. **Any proposals submitted at or after the moment designated for proposal opening will be deemed to be late and will not be accepted.** The clock-in time will be determined by a clock maintained by the Hamilton County Purchasing Department. No other clock or timepiece will have any bearing on the time of proposal receipt. Since parking can be a problem or proposers may not be familiar with the building to which proposals are to be delivered, etc., proposers are advised to avoid last minute deliveries.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit all information requested may result in the County requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.

B. Opening of Proposals for Evaluation

Proposals are scheduled to be opened for evaluation on January 23, 2004 at 2:00 p.m. (EST). As stated in Section IV, A. above, no proposals will be accepted once the opening time has arrived.

C. Proposal Amendment and Rules for Withdrawal

A proposal may be withdrawn prior to the proposal due date by submitting a written request for its withdrawal to the County, signed by the proposer and delivered to Hamilton County Director of Purchasing at the address shown in section IV, A. of the preceding page.

D. Acceptance of Proposals

All properly submitted proposals shall be accepted for evaluation. However, the County reserves the right to request clarifications or corrections to proposals, reject any or all proposals received, cancel or withdraw this RFP, according to the best interests of the County.

Any submitted proposal shall remain a valid proposal for at least 90 days after the proposal due date.

Where the County may waive variances, such waiver shall not modify other RFP requirements or excuse the proposer from full compliance with the remainder of RFP specifications and other contract requirements if the proposer is awarded a contract. Mandated requirements are those required by law or such that they cannot be waived and are not subject to negotiation.

E. Right to Negotiate

The County reserves the right to further negotiate, after proposals are opened, with the apparent best-evaluated Proposer(s), if such is deemed necessary in the discretion of the County.

F. Assignment and Subcontracting

Subcontracting will not be allowed for any services in this RFP without prior written authorization by the County.

G. Incurring Costs

All costs incurred by the proposer in preparing its proposal shall be borne by the proposer.

H. Disclosure of Proposal Content

All proposals and other materials accepted in response to this RFP become the property of Hamilton County, Tennessee. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed budget information, shall be held in confidence during the evaluation process. Only upon the completion of the evaluation of proposals shall the proposals and associated materials be open for review. By submitting a proposal, the Proposer acknowledges and accepts that the full contents of the proposal and associated documents shall become open to inspection.

I. Other Terms and Conditions

- Under no circumstances will proposals be accepted if submitted by fax or email.
- The Proposer shall hold the County, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this proposal. The Proposer further agrees to defend, at his own expense, any and all actions brought against the County or himself for alleged improprieties of these or similar types.

V. PROPOSAL FORMAT AND CONTENT

All Proposal submissions are to contain the following distinct divisions:

- General Requirements
- Technical Requirements
- Application Requirements
- Solution Pricing

Specific guidance for preparing each component is provided on the first page of the respective divisions of the enclosed Proposal Response Document.

VI. CONTRACT FOR SERVICES

The successful proposer will be required to enter into a contract with Hamilton County to satisfy the requirements of this RFP. The following general provisions, as well as those specifically developed and agreed to by the affected parties, shall apply to such contract

A. Contract Approval

The RFP and the contractor selection processes do not obligate the County and do not create rights, interests, or claims of entitlement in the apparent best-evaluated Proposer or any vendor. A legally binding contract shall be established only after the contract is signed by the Contractor, the head of the procuring County agency and/or the County Executive or other County officials as required by applicable state and local laws and regulations.

B. Contract Payments

Contract payments shall be made in accordance with the Payment Terms and Conditions Section of the final contract.

No payments shall be made to the Contractor until the contract is established as required by state laws and regulations. Further, the County shall not be liable for work performed, services rendered or materials purchased and/or provided before the contract is established as required by applicable state laws and the Purchasing Rules of Hamilton County.

C. RFP and Proposal Incorporated into Final Contract

This RFP and the successful proposal shall be incorporated into the final contract.

END OF RFP DOCUMENT